

The State of New Hampshire



The Office of Licensed Allied Health Professionals

2 Industrial Park Drive Concord NH 03301

www.nh.gov/alliedhealth

Ph: 603 271-8389

Fax: 603 271-670

October 2006

Current licenses for ...

Athletic Trainers... Physical Therapists and... Physical Therapist Assistants

expires at midnight December 31, 2006.

IT IS UNLAWFUL TO PRACTICE WITHOUT A CURRENT LICENSE

If you have questions regarding renewal call 603 271-8389

EMAIL IS NOT RECOMMENDED DUE TO CONSTRAINTS OF TIME AND LIMITED STAFF

*****KEEP A COPY OF YOUR RENEWAL APPLICATION INFORMATION IN THE EVENT YOU ARE AUDITED****

Only **ORIGINAL**, RENEWAL APPLICATIONS
as sent out from this office will be stamped in as
received by this office.

Any copy or missing information is considered
AN INCOMPLETE APPLICATION and WILL BE
RETURNED along with your check.

Fill out the renewal application **in its entirety.**

- Make sure to sign and date the application.

Make your check payable to **"Treasurer, State of NH"**.

- Make sure your check is signed and dated

DEADLINE DECEMBER 1, 2006

Completed Applications must be *postmarked by*
December 1, 2006 to renew with the \$100.00 fee.

- Any renewal application postmarked or hand delivered after 12/01/2006 will not be accepted and will be returned, along with your check.

LATE RENEWAL \$200.00

The late renewal period is by postmark of
December 2nd – 31st. To renew between these dates,
there is a late fee of AN ADDITIONAL \$100.00.
The total due is \$200.00.

REINSTATEMENT OF YOUR LICENSE.

If you have not renewed by December 31, 2006...
you will be required to *reinstate* your license.
You will need to contact the office and request a
reinstatement application package.

CAUTION...

If your application is received after December 1st,
you risk not receiving your 2006-2007 license by
12/31/06. You cannot work on January 1, 2007.

CONTACT HOURS

See...Contact Hours Guideline Enclosed.

LIST your courses *and* *TOTAL* the contact hours
legibly on the backside of the form. Copy your
submission for your reference if you are audited.

- ***ANY COURSE DOCUMENTATION RECEIVED***
WITH YOUR RENEWAL APPLICATION WILL BE
RETURNED.

Submit documentation ONLY if you are selected for audit.

• **AUDIT:**

Audit letters will be sent to the 10% of those
persons selected by the computer.

Failure to provide the proof of the reported courses
for audit is considered fraud and is grounds for
disciplinary action, including suspension and /or
administrative fine.

- **RSA 328-F:21 Change of Address.**

"Licensees shall maintain their current business and
home address on file with the applicable board. Any
changes in address shall be provided to the office no
later than 30 days from the change". The changes must
be made in writing, signed and dated.